## Approved For Release 2001/07/29 CIA REP 15 341000100050004-0

0C - M - 74 - 6866 December 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT Weekly Report

25X1C

25X1C

The PCS communicator assigned to is scheduled to arrive on 6 December 1974. technicians are scheduled to begin the temporary communications installation the first week in December. The clerk ment for use has not arrived. clerk has arrived, however, the equip-

<sup>25X1A</sup> 25X1A 25X1A

The temporary station established in December 1973 has Headquarters's approval to upgrade to on-line KW-7 operations.

4. Hours of Coverage: Daily communications coverage is being reduced to 16 hours in and to eight hours in effective 15 December.

25X1A 25X1A

5. Automated Relay Station (ARS): Final acceptance testing of the Automated Relay Station (ARS) is underway. The tests were delayed by software/disc file control problems. This delay has a domino effect on the acceptance tests. Commencing dates are 20 January 1975 for and 17 March 1975

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Telephones: The backlog of telephone installation work orders has been reduced from 159 to 119. The all time high was 190 which meant as much as 3-4 months of delay on low priority installations. All installations should now be completed within 30 days or less from time of request.

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	7. Training:		
25X1A	A. A. a three week DATEX	Chief of Training is operator training course at Hea	dquarters.
25X1A	While here on this	training we will have the oppor	tunity to
25X1A	discuss with him some reduction of some training courses portions of which duplicate training which our students have		
	portions of which	He will also be given a tour of	the
25X1A	already received.	He will also be given a cour or	0.20
25X1A 25X1A	training workload for the week of 9 becember is projected to be 14 courses of instruction with 66 students enrolled. A breakdown of student enrollment by Agency component is as follows:		
5X1A		Office of Communications 64 DDO/DCD 1	
25X1A			
ì	C.		: Conferences
25X1A	and seminars scheduled during the period 9-13 December are:		
	Date	Activity	Attending
	9-13 December	OC Practical Writing Course	10
	9-13 December	DD/A Trends and Highlights	53
	11-13 December	OSR Seminar	40
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